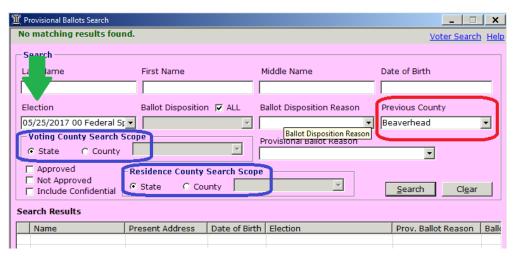


Office of the Secretary of State

## Step-by-Step: Approving Provisional Ballots

- 1) From the MT Votes main screen click on the link to Provisional Ballots.
- 2) The Provisional Ballot search screen displays. While most fields will remain blank, you must update these fields:
  - a. Select the election from the **Election** dropdown list (green arrow).
  - b. Change **Voter County Search Scope** and **Residence County Search Scope** (circled in blue) to State.
  - c. Choose your county from the **Previous County** drop-down list (circled in red).



- 3) Click **Search** to see a list of provisional ballots for your county.
- 4) Select a record and click the **Details** button.
- 5) The Provisional Ballot Detail screen will display. Determine if the voter did or did not vote in your county.
- 6) Check the appropriate box: Approved or Not Approved.
- 7) Save the record.

Office of the Secretary of State

Created: October, 2014 Updated: May, 2017 **NOTE:** Once you have marked the record **Approved** or **Not Approved** the other county will need to go into the record and enter a Provisional Ballot Disposition and Reason.

- 8) Repeat for all the records listed in your search results from <a href="step 3">step 3</a> above.
- 9) Check the Provisional Ballots module regularly as new ballots can be entered into MT Votes from other counties.

As a courtesy to other counties, you can contact them to let them know that you have **Approved** or **Not Approved** or entered new provisional ballots that they need to review.

See also: Provisional Ballot Issuance Reasons

Office of the Secretary of State Created: October, 2014

Updated: May, 2017